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NPIC/TSG/RED-36-71

18 MAR
1971

MEMORANDUM FOR: All RED Personnel

SUBJECT : PPBS Request for R&D Reports

1. PPBS has officially requested that RED provide them with copies of all final reports and interim reports resulting from our R&D contracts. We had discussed the situation with [] and asked for further definition; we now have that definition. Effective 29 March 1971, we will provide one copy of each final report and one copy of each interim report which relates to the completion of a task within a larger program. If significant quarterly or bi-yearly summary reports result from a contract, these are to be interpreted as interim reports.

2. The required reports are to be submitted under the following guidelines:

a. Each project officer is responsible for seeing that the reports resulting from his programs, projects, and/or tasks are forwarded on a timely basis to the Division secretary for subsequent transmittal to PPBS.

b. [] is to maintain a log of the items forwarded, along with the date of forwarding and the name of the individual from whom the report was obtained.

c. These copies are to be provided to PPBS for their retention or destruction; we do not want these documents returned. Project officers are responsible for making sure that adequate copies are available from the contractor to permit this system to function smoothly. In those rare cases where the copies are limited and the return of a document is required, a note to that effect should be attached at the time of forwarding.

[]
Chief, Research & Engineering Division, TSG/NPIC

Distribution:
All RED Personnel

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